



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 08/12/2014	Employee Requisition Number ER-14069	JOB OPPORTUNITY	
Title/Position: MANAGER			
Pay Grade MG 7	Salary Range \$51,188-66,809	Classification Management	
Department: TERO	Location: Okmulgee	Location Code: 112	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Tero Manager is responsible for insuring the provisions of the Title 11, Chapter 4, of the Muscogee Creek Nation of Oklahoma Code of Laws are being enforced, and by implementing. Plans, executes policies and procedures related to employment and training services under the authority of the federal, state, and tribal regulations; supervise client counseling, job placement, and other resource efforts to achieve program objectives; prepares and submits reports to funding agencies, General council and office of the Principle Chief; Prepares budgets; budget modifications, maintains financial cuff accounting system for program; attends meetings, conferences & training with federal, tribal and other officials to enhance knowledge of new or upcoming program efforts and updates. Attend meetings of negotiations with potential contractors dealing with tribal projects through the TERO program within the county or Muscogee Creek Nation Jurisdiction. As well as, making TERO project job site inspections for employed clients' well-being and to maintain positive relations with the contractors.
Principal Duties and Responsibilities:	Establishes programs goals and objectives; prepares proposals for the delivery of classroom training, work experience training, job placement assistance, create job opportunities by negotiating with local business and companies for potential work sites and initiate supportive services. Manages program budget, any necessary budget modifications and financial cuff account. Maintaining a job skills bank, updating files. Provide guidance and counseling to potential/current program participants. Make project work site inspections assuring TERO compliance. Identifies problem areas and provide problem solving guidance and solutions. Enforces and complies with administrative tribal policies/procedures, i.e., purchasing system, personnel management property management ,etc. Process charges against contractors/employers for non-compliance within TERO contracts and ordinance under the Code of Laws.
Minimum Requirements:	Working knowledge of Equal Employment Opportunity Commission (EEOC) Muscogee Creek Nation of Oklahoma, Policies and Procedures.



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	Working knowledge of related tribal programs and the Title 11 part 4 of the Muscogee Creek Nation Code of Laws. Computer skills in word processing, spread sheets, programs, Power point, Publisher, etc. Able to communicate orally and in writing for preparation or reports, memorandums and any necessary correspondence.
Preferred Requirements:	NA
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

☐ Fumes or airborne particles ☒ Outside weather conditions ☐ Toxic or caustic chemicals



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☐ Risk of electrical shock

☐ Vibration

☒ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.